

**2018 ANNUAL
SECURITY AND FIRE SAFETY REPORT**

**Denmark Technical College
Public Safety Department**





Dear DTC Community,

At Denmark Technical College (DTC), the safety and well-being of our students, faculty, staff, and visitors is our highest priority. A safe and secure environment can be achieved only through the cooperation of all members of the campus community. This publication is part of our effort to ensure the safety of all through successful collaboration and preventive measures. We hope you read it carefully and use the information to help foster a safe environment for yourself and others.

The Denmark Technical College Annual Security Report provides current and prospective students, faculty, and staff members with campus safety information, including crime statistics and procedures to follow to report a crime. The report contains information and statistics for the three previous calendar years regarding crimes that occurred on campus: and on public property within, or immediately adjacent to and accessible to, the Denmark Technical College campus. The report also contains information regarding campus security and personal safety measures such as crime prevention, fire safety, reporting policies, disciplinary procedures, and education and awareness campaigns.

This report has been prepared by DTC Department of Public Safety in cooperation with local law enforcement, and local fire services, along with other campus security authorities. The report was created to meet and comply with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, the Higher Education Act of 1965/Higher Education Opportunity Act of 2008, and the Violence Against Women Act of 1994. Any questions regarding this report should be directed to the Chief of Public Safety. The full text of this report is electronically available on the DTC website. Printed copies of the report are also available upon request from The Student Affairs Division, located in building 029 and the DTC Department of Public Safety, Building 022, 1126 Solomon Blatt Blvd, Denmark SC 29042, (803)793-5173.

DTC Department of Public Safety works with local law enforcement agencies in the investigation of crimes and the promotion of safety-awareness programs aimed at reducing crime in the surrounding area. DTC is located within the City of Denmark and the County of Bamberg. The City of Denmark Police Department (DPD) maintains its own crime statistics, as does the County of Bamberg Sheriff Department (BCSO). For safety and crime information for the City of Denmark or the County of Bamberg, please visit the DPD and BCSO websites.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law applies to most institutions of higher education, both public and private, and is tied to participation in federal student financial aid programs. It is enforced by the U.S. Department of Education.

Originally known as the Crime Awareness and Campus Security Act, the law was amended in 1992 to require that schools afford victims of campus sexual assault certain basic rights and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally renamed the law in memory of Jeanne Ann Clery, a 19-year-old Lehigh University freshman who was raped and murdered in her residence hall room in 1986. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response, respectively. The 2008 amendments also added a provision to expand hate or bias crime categories and to protect crime victims, bystanders, and others from retaliation.

For more information on the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, please visit the [Jeanne Clery Act Information website](#).

Thank you for your support and assistance. Together we can continue the legacy of leadership, cooperation, commitment and determination. Forging Onward!

Sincerely,

Chief Rodney Bond

2018 Annual Security Report

Denmark Technical College, Office of Public Safety

The Office of Public Safety ensures the safety of the President, faculty, staff, students, visitors and overall campus daily. This allows students to experience the college life as fully as the campus rules and regulations would allow.

Public Safety Officers enforce campus rules and regulations as well as the state law. Officers shall do all in their power to render assistance to any person needing help. They will also investigate crimes committed on the campus and apprehend person(s) who violate the law. When, in any instance, jurisdiction or the assistance of an investigation does not lie within the Office of Public Safety; Officers shall make every effort to make referral to the proper authority.

The Chief of the Office of Public Safety is responsible to the Vice President of Fiscal Affairs and the President of Denmark Technical College for the operation of the Office of Public Safety & Security. The Office of Public Safety is located (located in Physical Plant building # 022) or dial 803-793-5173 or 803-824-9121.

Training

Public Safety Officers are Law Enforcement Officer 1 (LEO 1) certified through the South Carolina Criminal Justice Academy and are commissioned State Constables by the Governor's Office with full arrest powers and state-wide authority. Officers receive yearly update training on various laws and issues that may concern the campus community.

Security Officers are contract employees working to assist Public Safety Officers with the security of the campus. They are certified through the South Carolina Law Enforcement Division (SLED) and have the authority to detain or arrest person (s) if necessary; on the campus area only. Duties and operation of the Office of Public Safety can be reviewed in the Student Handbook or on the Denmark Technical College web site www.denmarktech.edu .

Reporting an Incident

An incident or crime is reported when it is brought to the attention of a Campus Public Safety Officer or Security Officer or the local Public Safety by a victim, witness, and/or other third party. Criminal actions occurring on campus should be reported immediately to the Office of Public Safety (located in the Physical Plant building, # 022), by dialing (803)793-5173 or (803)824-9121.

Campus Notification of Incident or Emergency

Incident or emergencies can be reported to the officer on duty or if an officer is not in the area or readily available, a person can call the office of Public Safety at (803)793-5173, (non-emergency) or (803)824-9121.

Reporting Method on Campus

Criminal activity may be reported to the Chief of Public Safety (803) 793-5171 or Public Safety Officer (803) 824-9121. For extreme emergencies dial 911 (emergency).

Several areas on campus are equipped with radios that will be able to notify the officer on duty. These offices are: All Dormitory Supervisors, Student Services, Admission and Records, Book Store, Business Office, Financial Aid, Cafeteria, V.P. for Academic Affairs, V. P. for Institutional Research, Physical Plant Director, Star Center Director, Director of Career Planning & Placement and the President's Office.

Reporting Crime to Local Authorities

The Office of Public Safety has a good working relationship with the local authorities in the surrounding area. To report a crime to local authorities you may contact the Chief of Public Safety (803)793-5170 or local law enforcement (803)245-3000, Bamberg County Sheriff's Office (803) 245-3011, Denmark City Public Safety (803) 793-4639; extreme emergencies dial 911 (emergency).

Student Organizations Established on Campus

Denmark technical College does have officially recognized student organizations whose members are housed on and off campus.

Access to Campus Facilities

Denmark Technical College is located in the town of Denmark SC, a small rural community. Chain link fencing and campus buildings out-line its campus grounds. At this time, vehicular or pedestrian entry into campus is only allowed through the front gate on Solomon Blatt Blvd. This allows for a better means of securing the campus and deters non-campus traffic.

In addition, it promotes an educational oriented learning atmosphere.

Crime Statistics

The Jeanne Clery Act requires college and universities to prepare, publish and distribute, by October 1 of each year, campus security policies and crime statistics. Reporting also contains crime statistics from non-campus facilities and remote classrooms.

In accordance with The Jeanne Clery Act, crime statistics are gathered and posted for the campus community and the public to view. The statistics are gathered from the DTC Department of Public Safety and local laws enforcement agencies, who interact with the student population regularly. These statistics are used to inform the community of any crimes that may pose a threat to the stability of the community.

It also requires that crime data is collected, reported and disseminated to the campus community. The act is intended to provide students and their families, with accurate and complete information of safety on the campus.

The Campus Notification System, which utilizes e-mail, text, and cell phone to notify the campus community and parents of emergencies that have taken place or in progress on the campus within a reasonable amount of time. This is intended to protect the safety and welfare of potential victims while not interfering with an ongoing investigation.

The Daily Crime Log is available for public inspection at the Office of Public Safety, located in Building # 022. Reports are not

logged in, until the report is brought to the attention of the campus Public Safety/security. In addition to recording reported crimes that occur on campus, in or on non-campus building(s) or property, or on public property within the patrol jurisdiction of the campus Public Safety or security department are also entered into the crime log.

Maintenance of Buildings and Grounds

Maintenance of buildings and grounds are maintained by campus personnel. Possible hazards and unsafe conditions are to be reported to the Director of Physical Plant for repairs or upgrades. Public Safety and Security Officer's record and report unsafe conditions when observed while patrolling the campus daily. Students, staff, faculty and visitors are encouraged to report any unsafe conditions for immediate attention.

Classification of Crime

In accordance to the Federal Bureau Investigations (FBI) and the Uniform Crime Reporting Guidelines. Crime data is gathered from campus reports and reports from surrounding law enforcement agencies in the following classifications: Murder/ Non-Negligent manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex offenses and aggravated Assault. There could be more than one victim reported for each of these crime categories.

Only one offence could be reported for the following crime category: Burglary, Robbery, vandalism, larceny and Arson.

In the case of Motor vehicle Theft there could only be one case reported as a statistic.

Cases reported involving Alcohol, Drugs, Illegal Weapons violation and only one arrest can be reported on the statistic report.

Disciplinary Actions are also reported in the statistic report. Students whom the Dean of Students refer to Judicial Affairs for disciplinary action, violating campus rules and regulations or certain laws are also listed on the statistic report.

Hate crimes are reported in related categories while other reported crimes include crimes involving vandalism, intimidation, larceny, and simple assault. Hate crimes are defined as various crimes (as assault or defacement of property) when motivated by hostility to the victim as a member of a group (as one based on color, creed, gender, or sexual orientation). The law requires the statistic to be reported as a hate crime.

Emergency Response Procedures and Policy

The campus emergency procedures plan outlines measures to enhance the protection of lives and property through effective use of college and campus community resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the President or his designees may declare a state of emergency, and these contingency guidelines may be implemented.

There are two general types of emergencies that may result in the implementation of this

plan. These are: (1) large-scale disorder, and (2) large-scale natural/man-made disaster. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types of magnitudes.

Public Safety Officers have received training in Incident Command and Emergency Response Procedures. Officers work together with staff, local emergency agencies and emergency management officials to minimize and manage any on-campus crisis as well as crisis situations that occur in the surrounding community that effect the campus community.

Test and drills are conducted periodically to ensure that procedures and policies are followed and evaluated for necessary updates in procedures and policies. These procedures follow the guidelines as stated in the Clery Act.

Procedures for emergency response and evacuations plan can be viewed in the campus Safety and Emergency Response Manual which is published on the campus web site www.denmarktech.edu .

Notification to Community in Reference Immediate Threat

It is the responsibility of the Department of Public Safety to ensure the overall safety of the Denmark Technical College campus. Immediate threats to the campus shall be reported to The Department of Public Safety immediately to confirm and determine the magnitude of the threat and the measures needed to notify the Denmark

Technical College community. Notification to the community of the immediate threat shall be given in collaboration with the Public Relations Department and IT department without delay. Communications utilizing e-mail, campus cruiser, text, campus Public Safety radio, and the Campus Cruiser Emergency System. Immediate notification will enable students and employees to better protect themselves and save lives.

If the immediate threat poses a serious threat to the surrounding community, notification of the threat will be relayed to local agencies (City of Denmark Public Safety, Bamberg County Sheriff's Office, Denmark Fire & Rescue Department and or depending on the type of threat the Bamberg County Emergency Management).

Emergency Response and Evacuation Drills

It is the campus policy to conduct mandatory fire and evacuation drills each semester for residential facilities and buildings.

Emergency response and evacuation plan can be viewed in the [Safety and Emergency Response Manual on the Denmark Technical College web site](http://www.denmarktech.edu) www.denmarktech.edu .

Drills are conducted by the Department of Public Safety in cooperation with the City of Denmark Fire Department. The emergency and evacuation drills ensure that students and staff are aware of the emergency exits in their buildings and locations of evacuation assembly areas. Drills are conducted to ensure the DTC community is aware of emergency and evacuation procedures.

These drills provide information on what to do and will minimize injuries and save lives.

The drills are also monitored and evaluated to determine if procedures need to be improved or changed to achieve the goal of knowing what to do in an emergency.

Alcohol/Drug Policy

It is the policy of the South Carolina Technical College System to provide a drug-free, healthful, safe and secure work and educational environment. Employees and students are required and expected to report to their work, class or student activity in an appropriate mental and physical condition that meets the requirements and expectations of their respective roles.

The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. The term unlawful for these purposes means: any act that violates the campus rules, regulations, federal/state/local and legal statutes (Student Handbook page 34, DTC web site).

Possession of non-prescription drugs is prohibited. The sale, barter, exchange or gift of such drugs or alcohol from anyone without legal authority to possess them is prohibited. Violators will face disciplinary actions which could result in suspension from school or prosecution by law.

Residential Life

Currently, the Denmark Technical College is the only technical college in South Carolina that has residential housing facilities on

campus. There are four residence halls on campus that house students enrolled at Denmark Technical College. They are Dawkins Hall, King Hall, Edisto Hall and Building #027. As a student housed on campus, you have a tremendous opportunity to learn more about yourself, other cultures, and the world around you while living on campus. By living on campus, you have the convenience of living near classrooms and the opportunity to participate in student activities and campus programs (Residential Life, DTC Student Handbook).

The Residence Hall Coordinator along with the Residence Staff, provide a stable environment and assist students with daily housing needs. They also provide opportunities for students to grow. Students will improve and develop social skills that will help them to communicate with other students from various cultures and states.

All students are to keep in mind that they are to list any items such as cell phones, televisions, laptops and desktop computers, and any other electronic items, on the Student Inventory Forms that can be obtained from the residence counselors in each residential building.

Generally, there is a curfew that is enforced on the campus 7 days a week. Campus visitation on campus grounds ends at 10 pm (includes off campus students) and a campus curfew is in effect at 12 midnight until daylight hours. On the weekends (Friday and Saturday nights) the curfew begins at 1 am. Certain areas of the campus are also off limits after 10 pm. The curfew is implemented as a way of securing the campus from any unwanted intrusion or

disturbance on campus. It is also another safety measure to keep students safe. Further information of the campus curfew can be viewed in the Student Handbook on the DTC web site.

Medical

There is a medical facility on campus to access medical needs of students, staff, and visitors while working or attending classes on campus. The facility is operated by the campus Registered Nurse who evaluates each patient to determine the type of medical aid that is needed. The campus medical facility is not designed to house patients over night. Transportation may be provided to the nearest medical treatment center if needed from Emergency Medical Technicians . The medical facility is opened from 8: 30 to 12 midnight and will be on call as needed on Saturday and Sunday. For on campus medical assistance please dial 793-5224 or contact the Office of Public Safety at 793-5173. For extreme emergencies dial 911.

Parking Rules & Regulations

The campus parking rules & regulations have been developed with the goal of achieving a safer and more efficient utilization of the available parking spaces as well as a safer and more orderly control of vehicular traffic on campus.

All motor vehicles using Denmark Technical College parking facilities during Fall Semester, Spring Semester, and Summer Sessions must have a permanent decal or temporary permit. Vehicle that do not have a Parking Permit (Decal) are not

allowed to park on the main campus (this includes All Employees, Undergraduate Students, Continuing Education Students, Distant Learning Students, etc) due to limited parking area.

Further details of the parking rules & regulations can be viewed in the Student Handbook pages 28-29, DTC web site; www.denmarktech.edu.

Sex Offender Registry

The South Carolina law requires any person convicted and deemed a sex offender must register with the Sheriff's office in the county in which he/she resides. If the offender moves to another county, he or she must register within 10 days of establishing residence.

The State Law Enforcement Division (SLED) maintains a system for making certain that registered sex offenders information is available on the website. This web address allows you to search for offenders by name, city, county, or zip code.

The registry is available for public access on the SLED State Sex Offender Registry. www.sled.state.sc.us or the Community Notification web site at <http://sheriffalerts.com> .

Media

All information that is media worthy is to be relayed to the Office of Public Relations with the approval of your department head. All inquiries of events or incidents that occur on campus from outside entities are to be referred to the Office of Public Relations

or to the President's Office at 793-5149 or 793-5100.

Annual Fire Safety Report

If a fire occurs in a DTC building, community members should immediately notify DTC Public Safety at (803)793-5173, (non-emergency) or (803)824-9121. DTC Public Safety will initiate a response and the department will contact the City of Denmark Fire Department immediately. If a member of the DTC community finds evidence of a fire that has been extinguished, and the person is not sure whether DTC Public Safety has already been notified, the community member should immediately contact DTC Public Safety to investigate and document the incident. For example, if a housekeeper finds evidence of a fire in a trash can in the hallway of a residence hall, he/she should not touch the trashcan and should report the incident to DTC Public Safety immediately and wait for an officer's response. The officer will document the incident prior to removing the trashcan. Fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Do not use the elevator. Community members should familiarize themselves with the exits in each building. The Fire Marshall can levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for safety! When a fire alarm is activated, the

elevators in most buildings will stop automatically.

Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus typically ring to the DTC Public Safety dispatcher or to a security desk. After a false alarm in a residential facility, an email message is distributed to building residents, typically the next business day, informing them of the cause of the activation and the reason for the evacuation. The purpose of providing follow-up information is to use those instances as a teaching moment to point out the reason for the alarm activation, the evacuation routes, and instructions and guidelines for evacuations.

DTC Public Safety publishes this fire safety report as part of its annual Clery Act Compliance document, via this document, which contains information with respect to the fire safety practices and standards for DTC. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire.

Fire Protection Equipment/Systems

Most DTC buildings are equipped with automatic fire detection and alarm systems that are constantly monitored by BVS Systems, the Denmark Fire Department, and the DTC Public Safety Department.

Procedures for Students/Employees in the Event of a Fire

- Pull the fire alarm.
- Call (803)793-5173, (non-emergency) or (803)824-9121
- Feel doors - do not open a warm door.
- If possible, evacuate immediately.
- Move quickly to the nearest outside exit and proceed to the evacuation assembly point.
- If smoke is present, stay low to the floor.
- If you are trapped, use the red placard to attract attention by sliding it under the door.

Do Not:

- Use elevators
- Move toward smoke or obvious fire.
- Attempt to fight the fire unless you are properly trained and can do so safely.

Evacuation of Persons with Disabilities

- Individuals with mobility impairments who may be on an upper floor should be directed to a stairwell exit closest to an elevator to wait for emergency personnel.
- DTC employees are not required to lift or carry a person with mobility impairment.

Plans for Future Improvements

DTC continues to assess and upgrade fire safety equipment as an ongoing process to ensure that all equipment meets National Fire Safety standards. Future improvements will be made as needed as part of the ongoing assessment process.

Health and Safety Inspections

The Office of Residence Life performs residence hall Health and Safety (H&S) Inspections several times throughout the fall, spring, and summer semesters. The H&S

inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Student Handbook which includes the H&S inspections and all other rules and regulations for residential buildings. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems.

In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately disabled with a locking device or confiscated and donated/ discarded if found, without reimbursement. The following is a list of prohibited items and are considered a violation of College policy.

- Candles
- Non-surge protected extension cords
- Halogen lamps
- Incense
- Lanterns/Oil lamps
- Flammable liquids
- Burners and other objects with an open flame in non- kitchen areas
- Hot plates, rice cookers, crock pots, waffle irons, and popcorn poppers in non-kitchen areas
- Toasters/Toaster ovens in non-kitchen areas
- Sandwich makers/grills in non-kitchen areas
- Microwaves or refrigerators that are not provided by DTC

- Space heaters
- Live holiday decorations (holiday trees, garlands, etc.)
- Fireworks and explosives

Fire Safety Tips

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire.

A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors or stairwells of residence halls, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open.

Sprinklers are 98% effective in preventing the spread of fire when operating properly. DO NOT obstruct the sprinkler heads with materials like clothing hanging from the piping.

Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of DTC Policy.

Almost three-fourths of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is NOT PERMITTED in any DTC building.

A daily fire log is available for review at DTC Public Safety in Building #22, from 8 a.m. – 5 p.m. Monday through Friday, excluding holidays. The information in the fire log typically includes information about fires that occur in residential facilities, including the nature, date, time, and general location.

Education of Members of the Campus Community

Campus security and fire safety procedures are discussed during new student orientation. The DTC Public Safety Department (DTC PSD), the Office of Residence Life, and the Dean of Students, including a Title IX Coordinator, participate in forums, town hall meetings, and programs in residence halls to address students and to explain campus security, public safety, and fire safety measures and procedures at DTC. Members of DTC Department of Public Safety conduct crime prevention and general security and safety awareness presentations when requested by various community groups, including students and employees of DTC. During these presentations, the following information is typically provided: crime prevention tips; statistics on crime at DTC; fire safety information; information regarding campus security procedures and practices, including encouraging participants to be responsible for their own security/ safety and for the security/ safety for others on campus. In addition, DTC Department of Public Safety organizes and sets up crime prevention and education display tables which are staffed by an officer(s) at various locations throughout the year. This activity provides an opportunity for DTC Department of Public Safety staff to hand out safety-related information, as well as to answer individual questions. New employee orientation includes the distribution of crime prevention and fire safety materials to all new employees. During the academic year, DTC Department of Public Safety conducted presentations and set up and crime prevention tables at various events on campus. Programs conducted by various

departments include general crime prevention and security awareness programs, such as safety education forums, programs and discussions about topics such as alcohol abuse, domestic violence, self-defense, fire safety, emergency response and evacuation procedures, sexual assault prevention, and theft prevention.

Department of Public Safety (DPS) provides an on campus safety escort service using patrol cars and foot patrol which are available seven days a week, 24 hours a day to students, staff, faculty, and visitors who request it by calling (803)793-5173, (non-emergency) or (803)824-9121.

DPS utilizes a campus-wide computerized monitoring system to monitor a comprehensive network of intrusion, panic, and fire alarm systems through BVS Systems. DPS also has the capabilities to monitor various buildings and areas on campus through a state-of-the art surveillance camera system.

Victim Assistance Services

If a DTC community member becomes the victim of a crime,

DTC's Public Safety offers direct services, assistance, and referrals through the DTC STAR Counseling Center or the county's Victim Advocate. These offices aid victims/survivors of a crime by assisting them in obtaining the services they need to work through and better understand their options.

Responsibilities of the Campus Community

Members of the campus community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance.

- Report all suspicious activity to DTC Department of Public Safety (DPS) immediately.
- Never take personal safety for granted.
- Try to avoid walking alone at night. Use the DPS escort service.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Remember to call DPS or 911 for help at the first sign of trouble.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, phones, etc.) unattended.
- Always carry your keys and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
- Always lock the door to your residence hall room, whether you are there or not. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home.
- Do not leave valuables in your car, especially if they can be easily noticed.

- Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

Notification of Missing Students

A student may be reported missing through a variety of ways and by any member of the College faculty, staff, other students, parents or a concerned friend. Therefore, it is important that reporting procedures are widely disseminated so that all members of the campus community understand who to contact if they believe a student is missing or has an unexplained absence. These procedures are campus coordinated and results will be shared with the Denmark Police Department if a formal report is needed.

A person reporting the disappearance of a student should provide as much accurate information as is available, including the name and residence of the student, the reasons why the student's absence is unusual, and the date/time of last contact with that student. The first responder from Public Safety will immediately notify the Chief of Police, who will then notify the Vice-President of Financial Affairs and Dean of Student Affairs. The Office of Student Affairs will make timely notification to parents or guardians.

If the student is missing under suspicion or unusual circumstances, such as a forcible abduction, Denmark Police Department shall immediately be notified.

Firearms and Weapons Policies

The possession or usage of any weapons, such as, but not limited to, rifles, shotguns, ammunition, handguns, air guns, BB guns, stun guns, and other firearms; bowie knives, daggers, switchblade knives, metallic knuckles; explosives such as dangerous chemicals, on College owned or controlled property or at College sponsored or supervised activities is specifically prohibited unless authorized by the Chief of Campus Police and the Vice President for Enrollment Services and Student Success. Penalty may include, but will not be limited to, disciplinary expulsion.

The possession or use of items that resemble guns, knives or other weapons is prohibited. Penalty may include, but will not be limited to, disciplinary suspension.

The possession or use of firecrackers, propelled missiles, or other fireworks is prohibited. Penalty may include, but will not be limited to, disciplinary suspension for one semester and a fine.

All policies are found in the DTC Student Handbook.

Response to Sexual Assault

Denmark Technical College will not tolerate acts of sexual abuse, assault, discrimination and harassment. Rape, acquaintance rape and other forms of sexual harassment are violations of an individual's rights.

It is the responsibility of every individual in the campus community to become sensitive to and educated about legal, social and college codes regulating behavior in these

areas.

In a national survey of students on campuses across the country, one out of every six college women reported having been a victim of a rape or attempted rape during the preceding year. One out of every 15 male students reported committing these crimes during the same period. Many college women who are raped are attacked during their freshmen year. Most are raped by someone they know, often another student. Far too often, these victims remain silent, never seeking the help they need.

In the event that a survivor of sexual assault either declines to press criminal charges, or wishes to press criminal charges, and/or also wishes to initiate campus judicial proceedings through the Office of Judicial Affairs, a Division of Student Affairs, which is charged with the responsibility to coordinate all judicial proceedings involving sexual misconduct of students. Victims of sexual offenses may report these incidents to the DTC Department of Public Safety at (803)793-5173, (non-emergency) or (803)824-9121.

Students charged with violations of the Student Code of Conduct will be given adequate notice of the charges and allegations against them and be provided an opportunity to address these charges during a hearing. Victims of sexual misconduct may be asked to provide testimony at these proceedings and can submit input into the sanctions imposed should the students be found responsible for the charges against them. In cases where the alleged offender's conduct poses a threat to the college community, the Dean of

Students may choose to impose an immediate suspension until a hearing can be convened to determine the facts of the case. Both the alleged victim and the alleged offender are allowed to be accompanied by an advisor of their choice during the proceedings and will be informed of the final outcome of any campus disciplinary hearing. Students found responsible for violations of sexual misconduct will be sanctioned according to the options outlined in the Student Code of Conduct. This can include suspension, dismissal, or expulsion from the college. DTC disciplinary proceedings will be held in instances involving sexual misconduct even when formal state charges are not brought. Complete information on the college judicial process can be found in the Student Code of Conduct in the Student Handbook.

Some general hints for dating and being out in public:

- Immediately report any act or attempt of rape or sexual assault (on or off campus.)
- Know who you are dating. If you do not, stay in public areas or date in a group.
- Be assertive and learn to communicate clearly what you want and what your limits are.
- Be especially cautious of anyone who is domineering, abusive, manipulative and attempts to impose their will on you or shows a lack of respect for your feelings. These are early warning signals.
- Walk briskly, act assertively. Know where you are going. Do not give off

signs of helplessness or confusion.

- Keep your eyes open and watch what you drink.
- Never accept a beverage you didn't see get poured from anyone you don't know and trust, especially an alcoholic beverage.
- Get tested right away if you think you were drugged. Most "date rape" drugs disappear from the body

quickly.

Listen to and respect your date's wishes.

Stop when you hear "NO". Stop if you don't hear "YES".

Campus Violence Prevention Policy

Denmark Technical College is committed to

providing a safe learning and working environment for everyone associated with the college. The college prohibits any form

of violence. For purposes of this policy, "violence" includes, but is not limited to, harassment, intimidation, threats, physical attack, domestic violence and property damage. Denmark Technical College will respond to workplace violence promptly and aggressively. This policy includes, but is not

limited to, employees, students, visitors, college officers and college officials. Any individual, who commits an act of violence toward other persons or property in the DTC workplace or at DTC sponsored events, shall be subject to disciplinary action, up to and including dismissal from employment or expulsion from the college, in addition to any civil and/or criminal penalties that may

in this policy.

Dating Violence - Any behavior or action that is used by one person in a dating relationship (current or previous) to gain or maintain power.

Does your partner-

___ Embarrass you in front of your friends or family?

___ Put down your accomplishments or goals?

___ Use intimidation or threats to gain control?

___ Tell you that you are nothing without them?

___ Treat you roughly - grab, push, pinch, shove or hit you?

___ Call you several times a night or show up to make sure you are where you said you would be?

___ Use drugs or alcohol as an excuse for saying hurtful things to you or for hurting you?

___ Blame you for how they feel or act?

___ Pressure you sexually?

___ Make you feel like there "is no way out" of the relationship?

Do You...

be pursued. No existing college policy, practice, or procedure should be interpreted to prohibit prevention of violence as defined

——Sometimes feel scared of how your partner will act?

___ Constantly make excuses to other people for your partner's behavior?

___ Try not to do anything that would cause conflict or make your partner angry?

___ Feel like no matter what you do, your partner is never happy with you?

___ Stay with your partner because you are afraid of what your partner would do if you broke up?

It is OK to come in and speak with someone about one of your friends if you are concerned for their safety. We will keep your name confidential.

Please come in and talk with a member of Student Affairs, the Counseling Staff or Public Safety to find out about your options.

Important Phone Numbers

Public Safety	(803) 793-5272
Student Affairs	(803) 793-5242
Residence Life	(803) 793-5134
Counseling	(803) 793-5298
24-hour crisis line	(803) 245-3000
DTC Health Center	(803) 793-5224
Rape Crisis Center	(803) 541-1245
Victim Services	(803) 245-3011
Bamberg/Barnwell Emergency Medical Center	(803) 395-3352
Barnwell Hospital	(803)259-1000
Orangeburg Reg. Hospital	(803) 533-2200
Denmark Police Dept.	(803) 793-4639

Appendix

Sex Offense Definitions

As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.

Sex Offenses – Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Forcible Rape

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/ or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses – Non-Forcible

Unlawful, non-forcible sexual intercourse.

Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

As Per the Uniform Crime Reporting Handbook

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

Murder and Non-negligent

Manslaughter: The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Offense Definitions Relating to Hate/Bias Related Crime Statistics as per the UCR Hate Crime Reporting Guidelines

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor

the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Geography Definitions from the Clery Act

On-Campus-Defined as: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building Or Property-Defined as: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and

is not within the same reasonably contiguous geographic area of the institution.

Public Property-Defined as: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

The DTC crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.

Crime Statistics Report

The following crime data has been gathered by the Office of Public Safety from incident reports and reports of local law enforcement agencies as specified in the provision of the Clery Act. Incident occurring on campus, residential buildings, off campus sites and public property are recorded and listed occurring to the requirements of the FBI Uniform Crime Reports (UCR) guidelines. The statistics are displayed over a three-year period to indicate the rising or declining rate of incidents that have occurred on the campus.

Criminal Offenses: On campus

Criminal offense	Total occurrences On campus		
	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	1	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	1
g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0

Criminal Offenses: On-campus Student Housing Facilities

Criminal offense	Total occurrences in On-Campus Student Housing Facilities		
	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0

Criminal Offenses: Non-campus

Criminal offense	Total occurrences in Non-campus buildings or properties		
	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-Forcible</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0

Criminal Offenses: Public Property

Criminal offense	Total occurrences on Public Property		
	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0
e. <u>Robbery</u>	0	0	0
f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0

Hate Crime Offenses: On-Campus

Criminal offense	Total occurrences On Campus		
	2015	2016	2017
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Sex offenses - Forcible</u>	0	0	0
d. <u>Sex offenses - Non-forcible</u>	0	0	0
e. <u>Robbery</u>	0	0	0

f. <u>Aggravated assault</u>	0	0	0
g. <u>Burglary</u>	0	0	0
h. <u>Motor vehicle theft</u>	0	0	0
i. <u>Arson</u>	0	0	0
j. <u>Simple Assault</u>	0	0	0

VAWA Offenses: On-campus

Criminal offense	Total occurrences On campus		
	2015	2016	2017
a. <u>Domestic Violence</u>	0	0	0
b. <u>Dating Violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

VAWA Offenses: On-campus Student Housing facilities

Criminal offense	Total occurrences On campus		
	2015	2016	2017
a. <u>Domestic Violence</u>	0	0	0
b. <u>Dating Violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

VAWA Offenses: Non-campus

Criminal offense	Total occurrences On campus		
	2015	2016	2017
a. <u>Domestic Violence</u>	0	0	0
b. <u>Dating Violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

VAWA Offenses: Public Property

Criminal offense	Total occurrences On campus		
	2015	2016	2017
a. <u>Domestic Violence</u>	0	0	0
b. <u>Dating Violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Disciplinary Action

Disciplinary Actions are administrative measures that have been applied due to violations of campus rules, regulations, and state laws taken against students, faculty and staff while on the campus of Denmark Technical College.

Disciplinary Action Taken:	2015	2016	2017
Arrest:			
Weapons, Carrying or Possessing	0	0	0
Disciplinary Referrals:			
Weapons, Carrying or Possessing	0	0	0
Arrest:			
Drug Abuse Violation	0	0	0
Disciplinary Referrals:			
Drug Abuse Violation	0	0	0
Arrest:			
Liquor Law Violation	0	0	0
Disciplinary Referrals:			
Liquor Law Violation	0	0	0

**Denmark Technical College
Fire Safety System On-Campus Buildings**

<u>Building</u>	<u>Fire Monitoring</u>	<u>Sprinkler System</u>	<u>Smoke Detector</u>	<u>Fire Extinguishers</u>	<u>Evacuation Plan</u>
Physical Plant-#22	1	0	0	4	1
Cafeteria-#23	1	1	0	5	1
Blatt Hall - #24	1	0	0	4	1
Smith Hall- #25	1	0	0	4	1
Building 26	1	0	0	2	1
Building 27	1	0	0	2	1
Science Building-#28	1	0	0	4	1
Star Center-#29	0	0	0	2	1
Academic Support-#29	1	0	0	2	1
Auditorium-#30	1	0	0	2	1
William McDuffie-#100 Student Service Center	1	0	0	8	1
Dawkins Hall-#500	1	0	42	5	1
King Hall-#600	1	0	69	4	1
Edisto Hall-#700	1	0	32	3	1
Technology Center-#113	1	1	0	6	1
Continuing Education #200 & 300	0	0	0	6	2
Engineering-#400	1	1	0	7	1
Records Management-#900	1	0	0	2	1

Fire Safety System - Off-Campus Buildings

<u>Building</u>	<u>Fire Monitoring</u>	<u>Sprinkler System</u>	<u>Smoke Detector</u>	<u>Fire Extinguishers</u>	<u>Evacuation Plan</u>
Barnwell Technology	1	0	0	3	1
Barnwell Industrial Park	1	1	0	3	1